

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 8 December 1960

FROM : Plans and Policy Staff

SUBJECT: Weekly Activity Report #49

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## 1. Educational Specialist

Upon the request of Messrs [ ] of the Records Management Staff, [ ] conferred with them on 5 December 1960 relative to Instructor Training for eight members (GS-12 and 13) of the Records Management Staff. [ ] was asked to submit a written request to DTR for approval of this ITC service. Operational considerations preclude the simultaneous release of all eight for training purposes; consequently, two ITC's are being planned. [ ] suggested that the ITC's not be conducted at the work locale. Since he had recently participated in a Management Training Workshop [ ] said he would contact [ ] for these two ITC's to be conducted there during the weeks of 13 and 20 February 1961. [ ] Chief, Clerical Training, also has been apprised of the ITC's for Records Management and she contemplates adding one of her instructors to each group.

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With the cooperation of [ ] have planned a Training Aids Workshop session for the Area Instructors on 19 December 1960. Samples of LAS handouts and other AAO material have been given to [ ] who will be a major contributor to this workshop session.

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## 2. Emergency Planning

On 8 December [ ] conferred with Mr. [ ] Real Estate and Construction Division, Office of Logistics, with respect to obtaining an alternate location for domestic field training in the event [ ] be denied to us during wartime emergency situations. [ ] promised the fullest cooperation of the Real Estate and Construction Division in locating such an alternate

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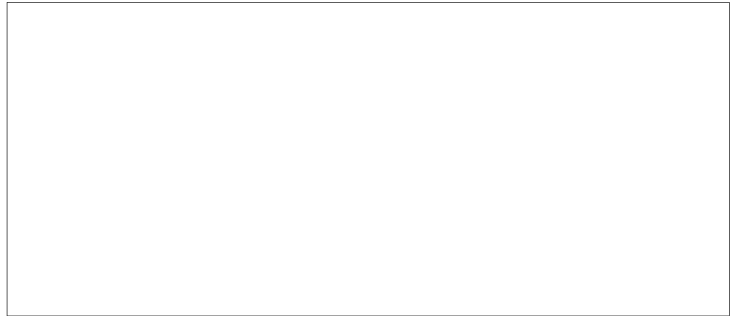
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training station. The search will begin upon receipt of a brief memorandum from the Director of Training which presents the essential requirements as seen by OTR.



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<b>TRANSMITTAL SLIP</b>		<b>DATE</b> 8 December 1960
<b>TO:</b> DTR		
<b>ROOM NO.</b> 11	<b>BUILDING</b> T-31	
<b>REMARKS:</b> <p>With respect to paragraph 1, although the DD/s likes [redacted] to be used, we will conduct the ITC's there only if they can't be arranged here. Reasons: money, time, possible personal inconvenience of students.</p>		
<b>FROM:</b> PPS		
<b>ROOM NO.</b> 17	[redacted]	
<b>FORM NO. 241</b> 1 FEB 55 REPLACES FORM 35-6 WHICH MAY BE USED.		

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